Virginia Department of **Behavioral Health and Developmental Services**

DELTA – Local Admin

Quick Reference Card

About DELTA

DELTA (**D**atabase-**E**nabled **L**ogon **T**o **A**pplications) is the Department of Behavioral Health and Developmental Services' (DBHDS) single sign-on solution and security portal. It provides our business partners access to certain web applications.

Security Training Because our web applications contain protected health information (PHI), people who access these applications must complete annual HIPAA and other security-related training.

Versions There are two versions of DELTA. Separate accounts are used between the versions. DELTAQA: portal for test applications. DELTAProd: portal for live, production applications.

Local Admin

The Local Admin role in DELTA should be assigned to an individual who is the primary contact or data owner at a location for a particular DBHDS application. They should be familiar with the application and each particular role for the application.

Each location (CSB, state facility, local system, licensed provider, etc.), for each DBHDS application, must have at least one primary local admin and should have at least one backup local admin. A location may choose to assign more local admins or they may choose to assign one individual as the local admin for multiple DBHDS applications.

Pending Application Requests – Step 1: Search

When a Supervisor submits a request form, you receive an email notification. A user's permissions to a DBHDS application aren't updated until you, as the Local Admin, approve the request. If the account request is for a new account (vs. a change to an existing account), you will not receive an email notification until after the Security Officer approves the account request and the new user logs in to DELTA for the first time.

Click **Pending Application Requests** in the menu to view a listing of submitted application access requests.

- If you are a Local Admin for multiple DHBDS **Applications**, you must first select one of those applications from the drop down list. However, if you are the Local Admin for only one DBHDS application, that application will already be selected.
- The **Location** will always be the Location for your account. If you work at and are a Local Admin at multiple locations, you must use the Change Location menu item to switch to a different location. You will not be able to use the Location dropdown list on this page; it is available here for Data Owners only.
- **Pending Application Access Requests** appear in the grid at the bottom of the page. A message will be displayed if there are no pending requests for your application and location.

Click the **Process** link next to a username to process that access request; the details of the request are displayed.

Tips on roles:

- An account can only be assigned to one role for a DBHDS application at a time.

- The Local Admin role does not count toward the one role for a DBHDS application since it is a DELTA role.

- Notice that in the request summary below that the Local Admin role is for the DELTA **Application**; the **Related Application**, "IDOLSTestOld", is the application the Local Admin will manage.

- The CSB Supervisor role in the request summary below relates to the "IDOLSTestOld" application.

Request Summary

Account

Name:	Minnie Mouse
Email:	dbhds.delta+91@gmail.com

Location

Location:	Henrico Area Mental Health & Developmental Services
Date Range:	3/22/2011 to No end date.

Roles

Action	Application	Related Application	Role
Grant	DELTA	IDOLSTestOld	Local Admin
Grant	IDOLSTestOld		CSB Supervisor

Requested By

Name:	Wendy Cary
Email:	wendy.cary@dbhds.virginia.gov
Phone Number:	(804) 786-2894

[Approve] [Deny] [Cancel]

An application access request is approved or denied as a whole. Review the **Request Summary** carefully before approving to ensure the appropriate permissions have been requested for grant, change, or revoke.

- Click **Approve** for the request to update a user's access to an application.

- If any part of the application access request should not be approved, click the **Deny** button. You will be asked to select a **Denial Reason**. Click **Save** after selecting a denial reason to send a notification to the requesting supervisor and deny the entire account request.

Deny Access Request

▸ Denial Reason: [Select a denial reason... ▾]

[Save] [Cancel]

Account Request Process

Account Request Process Tasks	User Roles that Manage All Locations	User Roles that Manage a Single Location
Request new accounts, changes to existing accounts, termination of accounts, and application access changes.	**Global Admin** (NOTE: only role that can request additional Global Admins or initial Supervisors for a location.)	Supervisor
Approve/Deny new accounts, changes to existing accounts, and termination of accounts.	**Global Admin** (NOTE: only role that can approve additional Global Admins or initial Security Officers for a location.)	Security Officer
Approve/Deny application access changes (grant, change, revoke).	**Global Admin** (NOTE: only role that can approve Data Owners.) **Data Owner** (NOTE: only role that can approve initial Local Admin for a location.)	Local Admin